



Grafton Capital Improvement Planning Committee
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GRAFTON CAPITAL IMPROVEMENT PLANNING COMMITTEE
Meeting Minutes
July 8, 2021

A regular meeting was called to order at 7:00 p.m. The following members were marked present by a roll call:

Colleen Roy (chair), Jeremy Graves (Vice Chair), Greg Marr (Clerk), Amy Marr, Sue Robbins.

Absent: Mathew Often, Kyle James

Others in attendance: Evan Brassard.

Ms. Roy read the order by the governor amending open meeting requirements.

1. Reorganization

- a. Sue moved to reappoint Colleen Roy as Chair, vote: unanimous
- b. Sue moved to reappoint Jeremy Graves as Vice Chair, vote: unanimous
- c. Sue moved to appoint Greg Marr as Clerk, vote: Greg Marr aye, Amy Marr abstain, Jeremy Graves aye, Sue Robbins aye, Colleen Roy aye

2. Cleargov possibilities (cleargov.com)

- a. William was unable to attend, so Evan Brassard presented.
- b. Capital Planning is one of the features of the Cleargov system, which the town just decided to adopt. The kickoff meeting was today. Department heads can submit capital requests directly into Cleargov. It will be able to produce a multi-year plan that can be shared.
- c. Requests can be automatically prioritized using customizable criteria.
- d. The software can publish individual requests as projects that appear on a town map so the public can see and track the projects. Photos can be added as appropriate.
- e. Evan discussed multiple ways that CPC both as a funding source and project partner can be integrated into Cleargov.
- f. Timeline:
 - i. Go-live for the entire platform is planned for September 1st.
 - ii. We will have partial access before that.

- g. Evan believes that we can go back and enter capital requests/funding for the last few years, some may have to come from manual entry from town meeting minutes or department heads rather than an automated import.
- 3. Capital Summit
 - a. Looking at Wednesday, August 25th, in person, during the workday, so department heads can attend easily.
 - b. Possible locations community barn, library, High School Large Group Instruction room
 - c. Would be good if CIPC members can attend and observe to inform future capital planning discussions.
- 4. Joint meeting with CPC
 - a. The committee was expecting that CPC was having a grant writing introduction for the public and that we would just be attending that. We are not sure how that changed into just a discussion between CPC and CIPC about how to work together.
 - b. Colleen is going to reach out to the committee to see if they are going to be having that public session in the future.
- 5. Meeting Minutes: 5/26. Motion to approve as presented made by Amy, seconded by Sue. Passed unanimously by roll call vote.
- 6. The previously discussed George Hill presentation/discussion did not make it to tonight's meeting, Colleen will try to reschedule, potentially for a future in-person meeting.

Adjournment: At 7:44 p.m. a motion was made by Amy to adjourn. Motion seconded by Sue. The motion carried unanimously by roll call vote.

Respectfully submitted,

Greg Marr, Clerk
CIPC